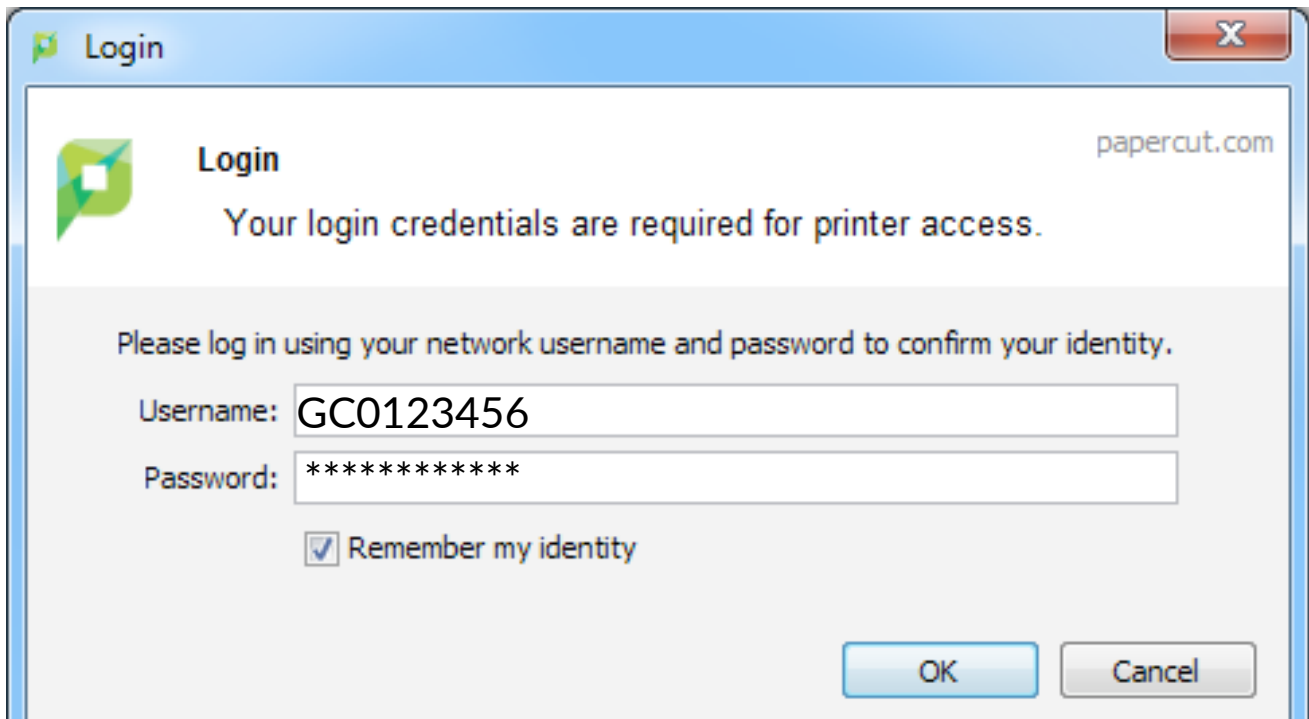


Copy Machine Login Instructions

1. Have you already entered your credentials into your Papercut account on a campus computer?
 - a. **If not, you must enter your credentials to proceed.** Login to your Papercut account to have access to the copy machine. You will only have to do this **one** time.
 - b. If you have entered your credentials proceed to Step 2.



The screenshot shows a Windows-style dialog box titled "Login" with a close button (X) in the top right corner. Inside the dialog, there is a Papercut logo on the left and the text "Login" and "papercut.com" on the right. Below this, a message states: "Your login credentials are required for printer access." A light gray shaded area contains the instruction: "Please log in using your network username and password to confirm your identity." There are two input fields: "Username:" with the text "GC0123456" and "Password:" with masked characters "*****". Below the password field is a checked checkbox labeled "Remember my identity". At the bottom right, there are "OK" and "Cancel" buttons.

Login

papercut.com

Login

Your login credentials are required for printer access.

Please log in using your network username and password to confirm your identity.

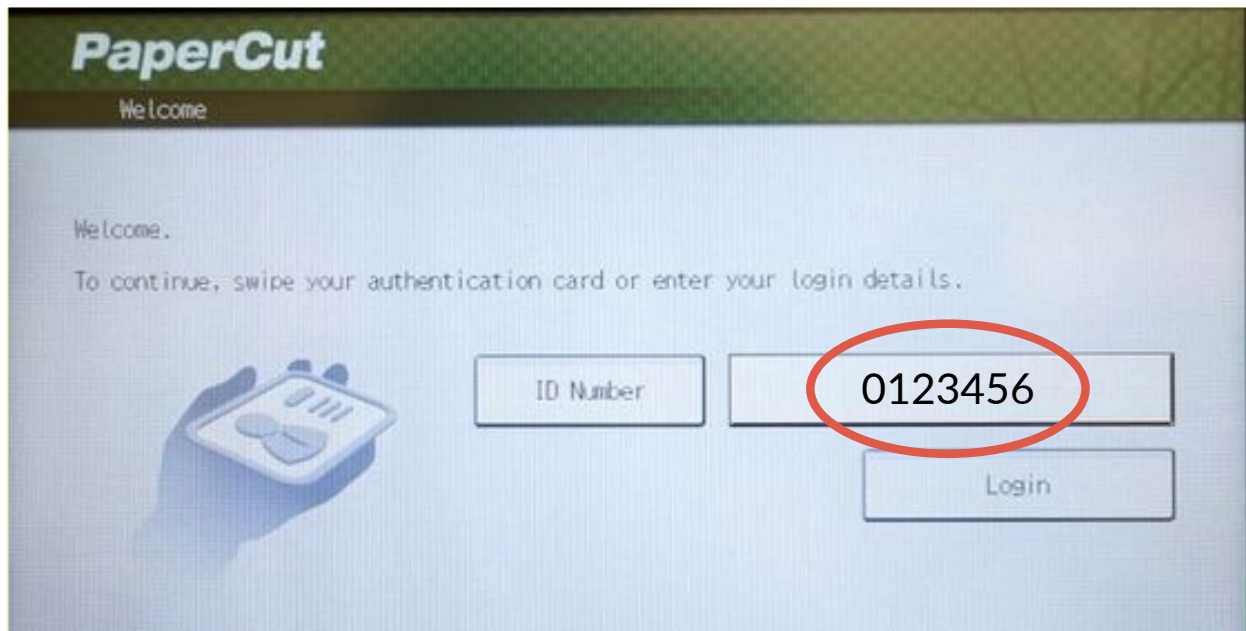
Username: GC0123456

Password: *****

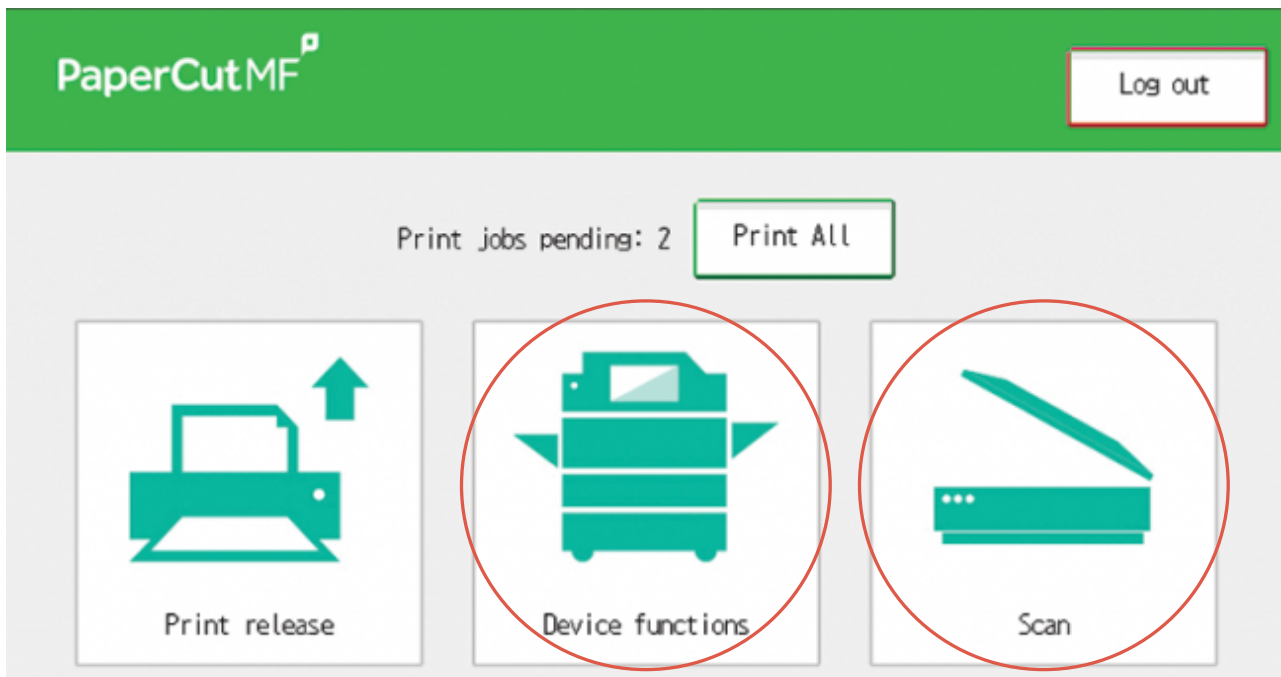
☒ Remember my identity

OK Cancel

2. To access the copy machine use you student ID number to login
(do not include GC).



3. After you login you will have the option to copy or scan
- To copy select **Device Functions**
 - To scan select **Scan** (will scan directly to your GC email)



If you have followed the steps above and are still experiencing issues, please see the Circulation Desk.